

1/10/64
Amended to Staff
Jms.

Calendar Year Report for Period Ending 31 December 1963

I. Accessioning

1. The accessions for the year amounted to 12,968 cubic feet. These records released filing space in Agency buildings equivalent to 1,621 four-drawer safe cabinets with a replacement cost of \$729,450.

2. Arrangements were made for the Archives and Records Center to receive the OER "Special" reports. This released three safe cabinets in the originating office and will mean better service to the users of these reports. Arrangements will be worked out in the future whereby the Archives and Records Center will keep "Special" reports produced by other components.

II. Reference

1. During the year, 295,152 reference items were furnished to all components of CIA, other U. S. Agencies and Foreign Governments.

2. It was necessary to make 19 special deliveries of urgently needed documents. Each of these deliveries are checked out by the Chief or Deputy Chief to verify the need. In each of 19 cases, it was found there was a "true" emergency and failure to get the records would have resulted in serious problems for the Agency.

III. Disposition

1. For the first time in the history of the CIA Archives and Records Center the total dispositions were more than the total accessions during a calendar year. Disposition was made on 12,969 cubic feet of records causing a net loss of one cubic foot in the Total Holdings. This was accomplished through special effort of the CIA Records Administration Officer and the CIA Archives and Records Center staff. During the month of December the entire staff was working on various projects, in addition to their regular duties, to reduce the holdings. As a result 1,283 cubic feet were destroyed in December resulting in the net loss for the year.

2. The Archives and Records Center has been working on the CIA Archives. Although it is difficult with the limited T/O to spend time on this necessary activity, we have been able to pull together many of the Finished Intelligence Reports and prepare one inventory. This activity is required by law and not only assures that the records are preserved, but saves space. Once the Archival records are pulled together and indexed other duplicate and similar records can be destroyed.

IV. General

1. The Records Center officially became the CIA Archives and Records Center. 25X1

2. The Records Center T/O was transferred from the DES T/O to T/O for budget purposes.

3. The vital records of the Office of Communication were turned over to the Archives and Records Center which is now responsible for all vital records for CIA and NSC.

4. As a result of a courier survey made many months ago the Records Center Couriers were transferred to the Central Courier Service in the Office of Logistics.

25X1 5. Action was completed on the recommendation made by the Archives and Records Center in October 1962, regarding relocation of personnel

6. The total actions completed by the staff during the year were 321,089. This averages out to 21,405 per person. This is truly significant when compared with the production standards established by G.S.A. which is 9,000 actions per person.

7. There were 179 official visitors to the Archives and Records Center.

V. Training

1. Four members of the staff were given on-the-job training in various phases of Records Administration at Headquarters.

2. Three members of the staff attended work-shops in Records Management given by G.S.A.

3. Three members of the staff completed a course at American University and are currently enrolled in another course in Records Management.

4. Two staff members attended Agency training at Headquarters.

5. All members of the staff attended various meetings and conferences of professional societies and lectures on Records Management and Archival Operations.